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**Processing  
Convention Refugees  
for Permanent  
Residence in Canada**





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# Processing Convention Refugees for Permanent Residence in Canada





<b>1.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	what this chapter is about .....	1
1.2	policy intent .....	1
1.3	steps in processing an application .....	1
<b>2.</b>	<b>INFORMATION FOR CLIENTS .....</b>	<b>2</b>
2.1	why provide information to clients? .....	2
2.2	providing information .....	2
<b>3.</b>	<b>ELIGIBILITY .....</b>	<b>3</b>
3.1	determining eligibility .....	3
3.2	eligibility of family members .....	3
3.3	the requirement to apply within 60 days .....	3
<b>4.</b>	<b>CONVENTION REFUGEE APPLICATION FOR PERMANENT RESIDENCE (IMM 5202) .....</b>	<b>4</b>
4.1	how do clients submit their applications .....	4
4.2	screening the application for completeness .....	4
4.3	late applications .....	5
4.4	screening the application for eligibility .....	5
4.5	what to do if a Convention refugee is ineligible to apply .....	6
4.6	what to do if family members are ineligible to apply .....	7
4.7	positive decisions .....	7
4.8	sending a telex overseas on behalf of dependents .....	8
4.9	travel outside Canada .....	9
<b>5.</b>	<b>ISSUANCE OF INTERIM AUTHORIZATIONS, VISITOR RECORDS AND MINISTER'S PERMITS .....</b>	<b>10</b>
5.1	student and employment authorizations .....	10
5.2	visitor records and Minister's permits .....	10
<b>6.</b>	<b>GRANTING OF PERMANENT RESIDENCE .....</b>	<b>11</b>
6.1	policy intent .....	11
6.2	qualifications to be met prior to landing .....	11
6.3	determining medical inadmissibility — A19(1)(a) .....	12
6.4	determining inadmissibility for being unable or unwilling to support themselves or dependents — A19(1)(b) .....	12
6.5	determining inadmissibility on criminal or security grounds — A19(1)(c), (d), (e), (f), (g), (j), and A27(2)(c) .....	13
6.6	positive decision on admissibility .....	13
6.7	negative decision on admissibility for permanent residence .....	14
6.8	abandoned applications .....	14
<b>7.</b>	<b>CLIENTS WHO DO NOT APPLY FOR PERMANENT RESIDENCE .....</b>	<b>15</b>
7.1	no application .....	15
7.2	leave Canada .....	15
<b>8.</b>	<b>COST RECOVERY .....</b>	<b>16</b>
8.1	fee exemptions .....	16
<b>9.</b>	<b>CLIENT INFORMATION AND COUNSELLING .....</b>	<b>17</b>
9.1	informing applicants on their eligibility to apply for and receive permanent residence .....	17
9.2	granting permanent residence .....	17
9.3	informing applicants who are inadmissible for permanent residence .....	17
9.4	settlement programs and services .....	17
9.5	Quebec residents .....	19

<b>10. REPORTING .....</b>	<b>20</b>
10.1 reporting approved and refused applications .....	20
<b>11. FEEDBACK .....</b>	<b>21</b>
11.1 responding to representations .....	21
<b>12. REFERENCES .....</b>	<b>22</b>
12.1 where to find the references found in this chapter .....	22
12.2 related procedures .....	23
<b>ALGORITHM .....</b>	<b>24</b>

## 1. INTRODUCTION

### 1.1 what this chapter is about

This chapter describes processing of inland applications for permanent residence made by Convention refugees. It describes receiving applications for landing, making a decision regarding eligibility to apply, processing the application, and landing those who qualify.

The options available to those who are ineligible to apply or who do not qualify for landing are briefly described.

The process through which persons are determined to be Convention refugees is not discussed. For information on that subject, see IE 12.

### 1.2 policy intent

In granting permanent residence to Convention refugees, CEIC policy is to further the following objectives:

- a) to fulfil Canada's international legal obligations and uphold its humanitarian tradition with respect to Convention refugees, the displaced and persecuted;
- b) to help Convention refugees become successfully established and integrated.

### 1.3 steps in processing an application

The main steps in processing an application are:

- a) providing necessary information to clients;
- b) determining the clients' eligibility to submit an application;
- c) receiving and screening an application;
- d) initiating the required medical and security clearances;
- e) determining if an applicant qualifies for landing;
- f) issuing interim documentation;
- g) informing the client of the decision and of the next steps in the process;
- h) recording the decision.

## 2. INFORMATION FOR CLIENTS

### 2.1 why provide information to clients?

Providing clients with information allows them to

- a) determine their own eligibility as to whether to submit an application;
- b) know what documents to submit with their application;
- c) learn what criteria will be used in arriving at a decision;
- d) know how and where to obtain additional information;
- e) identify how and where to submit their application.

### 2.2 providing information

A Convention Refugee Application Kit for Permanent Resident Status, a counselling letter and the notice of positive determination are given by the Convention Refugee Determination Division (CRDD) to a person who is deemed to be a Convention refugee.

They are instructed in this kit to return all completed forms to the CIC that will be processing their applications.

Also contained in this kit is the guidebook "Applying for Permanent Resident Status: A Guide for Convention Refugees" which answers questions an applicant is likely to ask.

If further information is required, the Convention refugee can contact a Canada Immigration Centre (CIC) by telephone or in person.



### 3. ELIGIBILITY

#### 3.1 determining eligibility

Persons who have been finally determined to be Convention refugees are eligible to apply for permanent residence if they meet the following criteria:

- a) they are not permanent residents of Canada;
- b) they have not been recognized as Convention refugees by another country to which they would be allowed to return;
- c) they have been recognized as Convention refugees in another country and can legally return there but cannot do so because of a well-founded fear of persecution;
- d) they are not nationals or citizens of a country other than the one in which they fear persecution;
- e) they are not permanent residents of a country to which they can return other than the one in which they fear persecution.

*NOTE: A46.04 (1),(2), and (8), A82.3(7) of the Immigration Act, and 19(3) of the Convention Refugee Determination Division Rules refer to eligibility to apply.*

#### 3.2 eligibility of family members

Once it is determined that a Convention refugee is eligible to apply for permanent residence, his or her spouse and dependent son or daughter are also eligible providing they are in Canada at the time the initial application is made. [A46.04(8)]

*NOTE: The principal applicant has 60 days to submit an application. If the applicant submits an application within this period showing no dependent(s) and then wants to submit a second application to add a dependent(s), the second application can be accepted if the 60-day period has not expired.*

The applicant can submit as many applications as he/she wants up to the end of the 60 days. This may happen when dependents arrive after initial application is submitted. With each acceptance of a new application, the old one should be marked "withdrawn" and initialled by the client or a statement from the client requesting the old application be withdrawn and replaced with the new one should be obtained.

### **3.3 the requirement to apply within 60 days**

All applicants are required to apply for permanent residence within 60 days after they are finally deemed to be Convention refugees. Those failing to apply within this period can only be landed if an Order-In-Council waiver is obtained on their behalf. [A46.04(1) and R40]

For more information on the OIC process, refer to IE 9.

## 4. CONVENTION REFUGEE APPLICATION FOR PERMANENT RESIDENCE (IMM 5202)

### 4.1 how do clients submit their applications

Clients can submit their applications by mailing or dropping them off at designated CICs.

Applications mailed or dropped off are considered made on the date they are received. Date-stamp these applications. Failure to do so means it cannot be readily determined if the application was made within sixty days.

### 4.2 screening the application for completeness

Screen the application and supporting documentation for the following:

#### a) Proper completion of the application (IMM 5202)

Ensure that the application is completed in its entirety. Incomplete applications **MUST** be returned to the client for completion. This can be done through the mail or by asking the client to attend an interview. For legal reasons immigration officers cannot add to the IMM 5202.

Be sure that the application is signed by the applicant. If it is not, return it with a letter requesting that it be signed and returned to the CIC. In these cases make a note on file of the date the application was submitted and whether the applicant complied with the sixty day period.

#### b) Proof the applicant is a Convention refugee

The CRDD gives written notice of its decision to the refugee claimant and the Minister. A copy of this notice should be on file. The applicant also provides a photocopy at the time an application is made. [A46.03(5)]

#### c) Compliance with the 60-day time limit

Compare the date of the CRDD's decision to the date the application was submitted. The latter is on the IMM 5202 submitted by the applicant. In determining if the application was made within the prescribed time, remember that the 60-day period begins after the person is finally deemed to be a Convention refugee.

*NOTE: A CRDD notice becomes effective 7 days after mailing and the Minister has 15 days to appeal. If the notice is sent by mail, a person is finally deemed to be a Convention Refugee 22 days after the CRDD makes its determination. If a notice of positive determination is handed to the applicant, the 60-day period begins 15 days after this date.*

### 4.3 late applications

Applications received after the 60-day period has expired **CANNOT** be considered for processing under these procedures.

Late applications should be reviewed in accordance with the current procedures in IE 9, Persons Seeking Permanent Resident Status in Canada. Each case will be reviewed on its merits. Sufficient information should exist on the file to complete the review; however, in keeping with the policy intent stated in 1.2 of this chapter, applicants should be given every opportunity to present their case. Interviews will be held where warranted.

- i) Should the person be in possession of a Conditional Removal Order or Conditional Departure Notice, the case must be referred to a senior immigration officer for reopening of the inquiry. If it is decided to proceed as per IE 9, a Minister's permit should be issued for a one-year period. [A46.07(1)]
- ii) Should the person be in possession of valid visitor status and it is decided to proceed as per IE 9, an extension of status should be issued to cover the period of time of processing of the application.

### 4.4 screening the application for eligibility

Screen the application for the following:

- a) Eligibility to apply  
Questions "B" to "H" on the last page of the "Convention Refugee Application for Permanent Residence" (IMM 5202) pertain to an applicant's eligibility to apply. Review the answers to these questions and the file to determine if the applicant meets the eligibility criteria outlined in section 3.1 of this manual. [A46.04(1)(a) to 46.04(1)(d), A46.04(3)]
- b) Eligibility of family members to apply  
Review sections 3 and 4 of the IMM 5202. The applicant lists his family members and indicates whether they are in Canada or abroad. Verify their date of entry by checking FOSS and the file. Some family members may be the subject of A20 or A27 reports or be on some other form of documentation. Obtain dates of original entry by reviewing these documents. Once this is completed, determine their eligibility to apply with the principal applicant. [A46.04(8)]



#### 4.5 what to do if a Convention refugee is ineligible to apply

There will be exceptional cases in which the principal applicant indicates family members are in Canada, but their date of entry cannot be verified through FOSS or by reference to the file. With these, request the principal applicant to provide satisfactory proof of their entry. This can be done through an in person interview.

*NOTE: Often family members arrive before an application is made by a Convention refugee. In the absence of contrary information and for the purpose of determining their eligibility, consider family members to be in Canada on the date the application for permanent residence was made if they entered prior to this date.*

If a Convention refugee is ineligible to apply for permanent residence, follow the applicable steps below:

a) Out-of-status claimants

All claimants must be referred to a senior immigration officer for reopening of their inquiry. Cases should be reviewed in accordance with guidelines in IE 9 to determine if there are humanitarian or compassionate grounds to process for landing. If it is decided to proceed by OIC, a Minister's permit should be issued for a period of one year. [A46.07(1)]

If it is decided not to proceed towards landing, the case will come to its conclusion through the inquiry process.

b) In-status claimants

Cases should be reviewed in accordance with guidelines in IE 9 to determine if there are humanitarian or compassionate grounds to process for landing from within Canada. If it is decided to proceed by OIC, status should be extended to cover the period of time for processing of the application.

If it is decided not to proceed towards landing, consideration of an extension, if required, should be reviewed with the intent of allowing the individual sufficient time to make travel arrangements to leave Canada. This assumes the person's initial reason for coming to Canada has been fulfilled.

If the Convention refugee became reportable under A27(2) after an in-status claim was made and an Order-In-Council waiver is not requested, inquiry action should ensue.

*NOTE: Refer to IE 9 for further information on landing by Order-In-Council. For issuing Minister's permits, go to IS 10. For refugee claims made at an inquiry and hearing, go to IE 12. For A27 reports, go to IE 10.*

#### 4.6 what to do if family members are ineligible to apply

**NOTE: THE FACT THAT AN APPLICANT IS INELIGIBLE TO APPLY FOR PERMANENT RESIDENT STATUS DOES NOT MEAN HE IS NO LONGER A CONVENTION REFUGEE.**

Family members of Convention Refugees who arrive after the 60-day application submission period has expired are not eligible to apply under these procedures. [A46.04(7)]

Cases where the family members have arrived after the submission date of the application has expired should be reviewed in the following manner:

- a) Individual refugee claim  
Counsel the individual that he/she may submit his/her own refugee claim. If he/she decides to take this course of action, instructions on the taking of an application to refugee status are located in IE 12.
- b) Sponsorship by principal applicant  
Determine whether or not the person falls within the current definition of “dependent son” or “dependent daughter” in the Immigration Regulations. If the person is eligible to be sponsored by the principal applicant, counsel the person that an application will be taken from the principal applicant once he/she is landed. Procedures on processing sponsorship applications from within Canada is located in IE 9. Issue a Minister’s permit valid for a period of one year if the person is out-of-status. If the person still has valid visitor status, grant an extension to correspond to the length of time required before the sponsorship can be submitted. Should the dependent be the subject of a removal order, follow the directions in IS 1.56. [R2]
- c) OIC waiver  
Review the case in line with the current procedures in IE 9. If it appears that a waiver is appropriate, proceed accordingly. Issue a Minister’s permit valid for a period of one year if the person is out of status. If the person still has valid visitor status, grant an extension to correspond to the length of time required for the processing of the application. Should the dependent be the subject of a removal order, follow the direction in IS 1.56.

#### 4.7 positive decisions

Once a Convention refugee is considered eligible to apply for permanent residence, send the items listed below to him or her:

- a) Counselling letter  
A counselling letter that includes the following information:

- i) the names of those who are eligible to apply for permanent residence;
  - ii) an anticipated date of landing;
  - iii) that a telex has been sent overseas on behalf of any family members who are abroad;
  - iv) that if additional family members arrive prior to landing, the CIC processing the case should be contacted;
  - v) counselling on any authorizations that are issued;
  - vi) instructions to complete medical examinations, if applicable.
- b) Interim documentation
- Determine the number and type of authorizations required by the applicant and family members. Refer to section 5 of this manual for the eligibility criteria that must be met. Prepare and issue the authorizations that the applicant and, whenever applicable, family members are eligible to receive.
- c) Medical forms (IMM 1017), a list of designated physicians and instructions (IMM 440)
- Most Convention refugees should have already completed a medical examination. This is because it is a legal requirement for all refugee claimants whose claims are referred to the CRDD to undergo a medical examination.
- Check the file to determine if medical was submitted. FOSS can also be used to determine if applicants have passed a medical examination. If it is indicated in either place that a medical examination has not been completed, send the applicant medical forms, a list of designated physicians and instructions. [IS 8]

#### 4.8 sending a telex overseas on behalf of dependents

Once the applicant is found eligible to apply for permanent residence, initiate processing for any spouse and children who are overseas. This ensures the family will be reunited as soon as possible. Immigrant visas may be issued to these dependents shortly after the Convention refugee is landed and able to submit a sponsorship on their behalf.

To initiate processing for these dependents, review the information in section 4 of the principal applicant's application form (IMM 5202). The section contains the names, dates of birth, relationship, addresses, and phone numbers of those dependents who may be overseas. Forward this and the principal applicant's personal information through an unclassified telex, marked "SECURE TRANSMISSION ABROAD" and entitled "Dependent of a CR8", to the visa office that services the area in which the dependents reside. Also include the anticipated date of landing of the Convention refugee. Upon receipt of this telex, the visa office initiates medical examinations and security

clearances whenever applicable. Where dependents are deemed to be in real and immediate danger the visa office may issue Minister's permits to the dependents overseas, enabling processing to landing to be concluded in Canada.

#### 4.9 travel outside Canada

a) Out-of-status claimant

Circumstances relating to the need to travel outside of Canada while an application is in process should be reviewed on a case by case basis. If in the opinion of the officer it is felt that such travel is appropriate, a Minister's permit should be issued. The validity of the Minister's permit can be for the remainder of time until landing (Minister's permits can not exceed one year) or for the time to cover the period of the travel depending on the situation.

b) In-status claimant

Applications for an extension of visitor status or requests for extensions of Minister's permits should be dealt with in accordance with current procedures. Cases should be reviewed on their own merit. Where extensions are warranted, in the opinion of the officers, the request should be accommodated.



## 5. ISSUANCE OF INTERIM AUTHORIZATIONS, VISITOR RECORDS AND MINISTER'S PERMITS

### 5.1 student and employment authorizations

Convention refugees who are eligible to apply for permanent residence are also eligible to apply for student and employment authorizations.

They are encouraged to apply for these authorizations for themselves and their family members by completing the appropriate boxes on the "Convention Refugee Application for Permanent Resident Status" (IMM 5202).

Once it is decided that a Convention refugee is eligible to apply for permanent residence, the requested authorizations are issued providing all other requirements are met. The validity of any authorization that is issued should extend to the anticipated date of landing.

For further information on issuing these authorizations, refer to IS 14 and IS 15. [R16(a)(iv) and (v), R19(4)(j)]

### 5.2 visitor records and Minister's permits

In some cases a Convention refugee who is eligible to apply for landing may have visitor's status or be a permit holder. Extend visitor's status to the anticipated date of landing. With Minister's permit, extend one year. [A 37]

## 6. GRANTING OF PERMANENT RESIDENCE

### 6.1 policy intent

Prior to granting permanent residence to any person, it is necessary to be reasonably sure that certain objectives are furthered. These are listed below:

- a) the maintenance and protection of the health, safety and good order of Canadian society;
- b) the promotion of international order and justice by denying the use of Canadian territory to persons who are likely to engage in criminal activity.

The requirement that all persons pass medical and security clearances prior to landing is one way these objectives are met.

### 6.2 qualifications to be met prior to landing

Convention refugees cannot be landed if they or any of their family members in Canada, whether or not they are included in the application, are described in any of the inadmissible classes (A19) or removal sections (A27) listed below:

A19(1)(a) — medically inadmissible;

A19(1)(b) — unable or unwilling to support themselves and those dependent upon them;

A19(1)(c) — criminally inadmissible;

A19(1)(d) — persons who there are reasonable grounds to believe will commit indictable offences or engage in organized criminal activities;

A19(1)(e) — persons who have or it is believed will engage in acts of espionage or subversion against any democratic government;

A19(1)(f) — persons who there are reasonable grounds to believe will engage in or instigate the subversion of any government;

A19(1)(g) — persons who there are reasonable grounds to believe will engage in acts of violence which endanger the lives or safety of Canadians;

A27(2)(c) — persons involved in espionage, subversion, and/or violence;

A19(1)(j) — war criminals.

If a Convention Refugee or any family member in Canada has been convicted of an offence under any Act of Parliament for which a term of imprisonment of

a) more than six months has been imposed; or

b) five years or more may be imposed,

permanent residence cannot be granted to any of the applicants.

[A46.04(1) and A46.04(3)]

### 6.3 determining medical inadmissibility — A19(1)(a)

All Convention refugees **AND** their family members in Canada, including those who are ineligible to apply for permanent residence, are required to pass a medical examination. This is done in order to determine if they are medically inadmissible.

Determine medical inadmissibility by reviewing the form entitled Medical Notification issued by Immigration Medical Services. A medical inadmissibility will be clearly indicated by the medical officers who analyzed the results of the applicant's medical examination.

**If in the opinion of these medical officers an applicant OR a family member in Canada is considered medically inadmissible, STOP processing towards landing.**

Case is to be reviewed following the procedures for Medical Inadmissibility as outlined in IS 10.26.

### 6.4 determining inadmissibility for being unable or unwilling to support themselves or dependents — A19(1)(b)

The use of this subsection of the Act is intended to prevent the landing of Convention refugees who would be chronically dependent on social welfare systems. In view of the policy outlined in 1.2, landing will be granted to Convention refugees who are willing to support themselves and their dependents, notwithstanding that they may be temporarily in receipt of social assistance.

Prior to reporting an applicant under this inadmissible class, consider factors such as how long and how often the applicant has received social assistance, whether they have been authorized to work, whether their family situation allows them to work, the support available from relatives or friends and the prospects for eventual self-sufficiency.

In evaluating prospects for eventual self-sufficiency, remember that Convention refugees who do not have the means to support themselves may be supported by a spouse or children who can be sponsored once permanent residence is granted. Similarly, they may be eligible for a variety of educational and training programs once they become permanent residents and thereby work towards self-sufficiency.

Consider Convention refugees inadmissible on this ground only in the extreme cases where it is irrefutable that they are unable and unwilling to be self-sufficient either at present or in the future.

**6.5 determining inadmissibility on criminal or security grounds — A19(1)(c), (d), (e), (f), (g), (j) and A27(2)(c)**

Evidence such as statutory declarations made by the person and professionals attesting to this fact and that they are confirmed, habitual, and long-term recipients of welfare benefits is required to substantiate this type of inadmissibility and warrant an inquiry.

The Royal Canadian Mounted Police screens for criminality. The results of this screening indicate if an applicant is inadmissible for landing under A19(1)(c), (d), and/or for other criminal convictions as outlined in section 6.2 of this manual.

The Canadian Security Intelligence Service (CSIS) performs security clearances. The results of these indicate whether an applicant is inadmissible for landing under A19(1)(e), (f), (g), (j), and/or A27(2)(c).

Initiate both types of clearances by completing Form IMM 703, Request for Screening Action. Forward to the RCMP a photocopy of the application form (IMM 5202) and pages 3 and 4 of the completed IMM 703. Forward to CSIS a copy of the application form (IMM 5202) and pages 1 and 2 of the completed IMM 703. In some cases additional forms must be submitted along with the IMM 703.

Complete instructions for the submission of the IMM 703 can be found in the IC Manual.

Once these agencies have completed these screenings, the results, upon which an applicant's eligibility for landing can be then determined, are sent to the originating CIC. Check the copies of the IMM 703 returned to the CIC to see if either agency has indicated the applicant may be inadmissible for landing.

**If either agency has determined that the applicant OR any member of his family is inadmissible, STOP processing toward landing.**

Cases are to be reviewed in accordance with the procedures for Criminal Inadmissibility as outlined in IS 10.35.

**6.6 positive decision on admissibility**

Once Convention Refugees and their family members in Canada pass medical, security, and criminal clearances and are able to or will be able and willing to support themselves and their dependents, grant permanent residence to all applicants. Refer to section 6.2 of this manual chapter for grounds of inadmissibility.

*NOTE: Convention refugees are not inadmissible for landing if they or any family member have criminal convictions that may make them described in A19(2)(a) or A19(2)(b). [A46.04(3)] Also, they do not require passports.*



## 6.7 negative decision on admissibility for permanent residence

Applicants are inadmissible for permanent residence if any of their family members who are in Canada, even those who are not eligible to apply, are described in any of the inadmissible categories outlined in A46.04 and section 6.2 of this manual chapter. In some cases there will be sufficient humanitarian or compassionate reasons to land by Order-in-Council. With these cases, Minister's permits should be requested from the appropriate level of authority if these applicants do not have valid status. [IS 10 and IE 9]

In cases where the request for a Minister's permit is denied or processing in Canada by Order-in-Council is deemed to be inappropriate, further enforcement action may be required.

If the applicant was issued a conditional removal order or departure notice, a senior immigration officer is required to cause the inquiry to be reopened. An adjudicator will then determine whether the Convention refugee has a right to remain in Canada. If the applicant has visitor's status or is a permit holder, any requests for further extensions should be dealt with on the merits of the case. [A46.07]

*NOTE: With the exception of certain individuals who pose a threat to Canadian society, Convention refugees who are lawfully in Canada have a right to remain here. [A4(2.1)]*

Report those applicants who had or still have status but are now in violation of A27(2).

## 6.8 abandoned applications

Where an applicant does not respond to requests for information or refuses to undergo a medical examination, the application can be declared abandoned. Do this only after giving the applicant reasonable opportunities to respond. Every effort to interview the applicant **MUST** be made.

If an application is declared abandoned and a conditional removal order or a conditional departure notice was issued, a senior immigration officer is required to have the applicant's inquiry reopened. If not, applicants are allowed to remain with whatever status they have. [A46.04(5) and A46.07(1)].

Report those applicants who had or still have status but are now in violation of A27(2) and request inquiry action if the issuance of a Minister's permit is not warranted. [A27(2) and IS 10]

## 7. CLIENTS WHO DO NOT APPLY FOR PERMANENT RESIDENCE

### 7.1 no application

There may be an occasion when an individual who is found to be a Convention refugee does not want to apply for permanent resident status. This does not mean that the person ceases to be a Convention refugee or can not avail himself of Canada's protection. However, the individual must be dealt with, and the case brought to an acceptable outcome. [A2(2) and A4(2.1)]

#### a) In-status claimants

Once contact is made by the individual, either within the 60-day time limit or after the 60-day time limit has expired, a statement to file should be completed by the client. The statement should specify that the person does not want to apply for permanent resident status and the fact he/she understands that no further consideration under these procedures can be given.

Should the person require an extension to his/her visitor status or Minister's permit, follow the present procedures for considering extensions located in IE 4, IS 13, IS 14, IS 15 and IS 10 respectively.

#### b) Out-of-status claimants

Once contact is made by the individual, either within the 60-day time limit or after the 60-day time limit has expired, a statement to file should be completed by the client. The statement should specify that the person does not want to apply for permanent resident status and the fact that he/she understands that no further consideration under these procedures can be given.

Follow the procedure in IE 12 for the reopening of the inquiry.

### 7.2 leave Canada

Individuals who decide to leave Canada either to return to live in their country of origin or to a third country and who are in possession of removal orders which have not been executed can be considered to have effected their removal. The person will have to meet normal entry requirements as an immigrant or a visitor if he/she returns to Canada.

Persons in possession of valid visitor status or a Minister's permit, who request an extension of their document to travel outside of Canada, should have their application or request considered in line with current instructions.

8. COST RECOVERY

8.1 fee exemptions

Under the Immigration Fees Regulations, Convention refugees and their family members are exempt from paying cost recovery fees for applications for permanent residence, employment authorizations, student authorizations, Minister’s permit and visitor records. [Fees Regulations 3(1)(b), 4(1)(a), 5(1)(b), 8(1)(a), 9(1)(a) and schedule]

## 9. CLIENT INFORMATION AND COUNSELLING

### 9.1 informing applicants on their eligibility to apply for and receive permanent residence

Convention refugees are to be informed by letter as to their eligibility to apply for permanent residence. They are also to be informed in writing as to their admissibility to be granted this status. If they are ineligible to apply or inadmissible to be granted this status, they must be informed of the reasons for this decision. [A46.04(6)]

### 9.2 granting permanent residence

After it is determined that applicants are eligible to apply for and also admissible to receive permanent residence in that they are not described in any of the inadmissible categories outlined in section 6.2 of this manual, prepare the required number of Records of Landing (IMM 1000). Once completed, arrange for applicants to personally attend the CIC to be landed.

**NOTE:** Convention refugees who apply for permanent residence do not require passports to be landed. The only grounds for refusal are listed in A46.04(3). These grounds are also discussed in section 6.4 to 6.7 of this manual chapter.

Once landed, counsel them that they may submit a sponsorship for their spouses and dependent sons and daughters who are overseas. Provided they wish to be reunited with their immediate family, give them an Application Kit for Undertakings of Assistance. This ensures a timely reunification of the family.

### 9.3 informing applicants who are inadmissible for permanent residence

Applicants who are inadmissible for landing must be informed of the grounds of their inadmissibility in writing. Also inform them of any further action that is to be taken.

### 9.4 settlement programs and services (for Quebec residents see 9.5)

- a) Immigrant Settlement and Adaptation Program (ISAP)  
Funds are provided to non-government organizations at the community level to deliver direct, essential services to newcomers,



including: reception, information and orientation, translation and interpretation, referral to community resources, para-professional counselling, and employment-related services. Immigrant settlement organizations are listed in the yellow pages of the local telephone directory under Social Service Organizations.

b) Job-finding clubs

ISAP-funded agencies sometimes operate job-finding clubs. The job-finding clubs provide intensive three-week courses to assist newcomers in understanding the Canadian labour market and how to fill out a job application, write a résumé, handle a job interview, and approach potential employers. Immigrant settlement organizations are listed in the yellow pages of the local telephone directory under Social Service Organizations.

c) Host Program

Non-governmental organizations are funded to recruit, train and monitor volunteers, individuals, or groups, who help newcomers adapt, settle, and integrate into Canadian life. Resident Canadians develop friendships with newcomers. As they learn about the newcomers' home countries and cultures, Canadians help newcomers practice English or French, participate in community social events, and find employment opportunities. Immigrant settlement organizations are listed in the yellow pages of the local telephone directory under Social Service Organizations.

d) Adjustment Assistance Program (AAP)

This program provides financial assistance to indigent newcomers, primarily Convention refugees and designated class persons admitted under the Annual Refugee Plan. AAP covers the cost of accommodation, necessary clothing and household effects, and living expenses for up to one year after arrival or until the newcomer obtain full-time employment, whichever comes first. AAP benefits are based upon prevailing provincial social assistance benefits. AAP is administered in most regions by designated Canada Employment Centres.

e) Transportation Assistance and Admissibility Loans Program

The Transportation Loans Program is funded by a \$110-million advance from the Consolidated Revenue Fund and is replenished by repayments on the loans. Loans are made available to immigrants, normally Convention refugees or members of a designated class, to cover the costs of medical examinations abroad and transportation to Canada. Loans are approved according to need and ability to repay. Refer to IS 25, Transportation Loans, for further information.

## f) Language training

Language training opportunities are currently provided to adult immigrants through:

- i) Language Instruction for Newcomers to Canada (LINC) – Through LINC, newcomers learn basic communication skills to help them integrate into the community and to provide them with the language skills they need to pursue more advanced training. LINC training will usually be offered during the immigrant's first year in Canada and course material will introduce newcomers to Canadian values, rights, and responsibilities.
- ii) Labour Market Language Training (LMLT) – Through LMLT, newcomers with existing job skills who are trying to enter the labour market will have access to advanced language training. For LMLT, participants can have access to unemployment insurance, social assistance benefits, as well as training allowances.

In most regions language training programs are administered by the Canada Employment Centres.

## 9.5 Quebec residents

In Quebec, the services for the reception and the linguistic and cultural integration of permanent residents and refugees are provided by le Ministère des Communautés culturelles et de l'Immigration du Québec (MCCI). Refer applicants to the nearest office of the MCCI.

10. REPORTING

10.1 reporting approved  
and refused applications

FOSS tracks processing of applications for permanent residence made by Convention Refugees through Refugee Monitoring Documents (RMD). In most cases approved and refused applications are recorded and automatically reported by FOSS.

## 11. FEEDBACK

### 11.1 responding to representations

The Privacy Act requires that information concerning clients must be released only to the client or the client's designated representative. Prior to responding to a representation, be sure that clients or their representative reasonably verify their identity. This applies if the representation is made in person, by mail, or by telephone.

The decisions on an application for permanent residence made by Convention refugees are objective and straightforward. The Immigration Act does not allow discretion to be used in determining eligibility to apply for and admissibility to receive permanent residence. Thus, reconsideration of a decision should not be frequent. When they do occur, respond to them by reiterating the grounds of ineligibility as stated in A46.04 of the Immigration Act or of inadmissibility for permanent residence stated in A19 of the Immigration Act.

## 12. REFERENCES

### 12.1 where to find the references found in this chapter

<b>A2</b>	definition of “Convention refugee” definition of “medical officer” definition of “Refugee Division”
<b>A4(2.1)</b>	right of Convention refugee to remain in Canada and description of those who do not have that right
<b>A6(2)</b>	provision for special regulations for Convention refugees and members of designated classes
<b>A11(1.1)</b>	requirement that refugee claimants whose claims are referred to the Refugee Division undergo medical examination by a medical officer
<b>A32</b>	possible decisions of an adjudicator
<b>A43(1)</b>	requirement that the subject of an inquiry be given the opportunity of claiming to be a Convention refugee
<b>A44(1)</b>	provision for permit holders and visitors lawfully in Canada to seek a determination of their claim to be Convention refugees
<b>A46.04</b>	provision that a Convention refugee may apply, within a prescribed period, for landing, and a description of those Convention refugees who are not eligible to apply
<b>A46.04(3)</b>	requirement that an immigration officer grant landing to Convention refugees who apply except for certain Convention refugees who are described in this section
<b>A46.04(5)</b>	provision for an immigration officer to declare an application to have been abandoned
<b>A46.04(6)</b>	requirement for an immigration officer to render a decision as soon as possible and to provide a written notice of the decision to the applicant
<b>A46.04(7)</b>	conditional removal orders and departure notices deemed never to have been made if the person concerned is granted landing pursuant to A46.04
<b>A46.04(8)</b>	definition of a “family member”
<b>A46.05</b>	landing by an adjudicator of a Convention refugee who is under removal order (not a conditional order) and description of those Convention refugees who are not eligible for this treatment



<b>A46.07</b>	reopening of inquiries in case of Convention refugees who will not or cannot be landed and reasons therefor
<b>A57(1)</b>	the establishment of the Immigration and Refugee Board consisting of two divisions, the Convention Refugee Determination Division and the Immigration Appeal Division
<b>A69.1(9)</b>	the requirement that the Refugee Division give written notice of its decision to both the claimant and the Minister
<b>A82.3</b>	Minister's right to appeal a decision of the Refugee Division and the requirement for filing an application for leave to appeal within fifteen days after the day on which the applicant is notified of the decision of the Refugee Division
<b>R15(1.1)</b>	describes how refugee claimants and their dependents who apply for student authorizations are not required to be able to support themselves
<b>R16(a)(iv)</b>	describes the eligibility of refugee claimants and their dependents to apply for student authorizations from within Canada
<b>R19(4)(j)</b>	allows Convention refugees to apply for employment authorizations from within Canada
<b>R19(4)(k)</b>	allows refugee claimants who cannot subsist without public assistance to apply for employment authorizations from within Canada
<b>R23</b>	terms and conditions that may be imposed
<b>R40</b>	the requirement that a Convention refugee submit an application for landing within sixty days after the final determination that s/he is a "Convention refugee" has been made
<b>CRDD Rule 19(4)</b>	the provision that service by prepaid regular mail is presumed to be effected seven days after the date of mailing

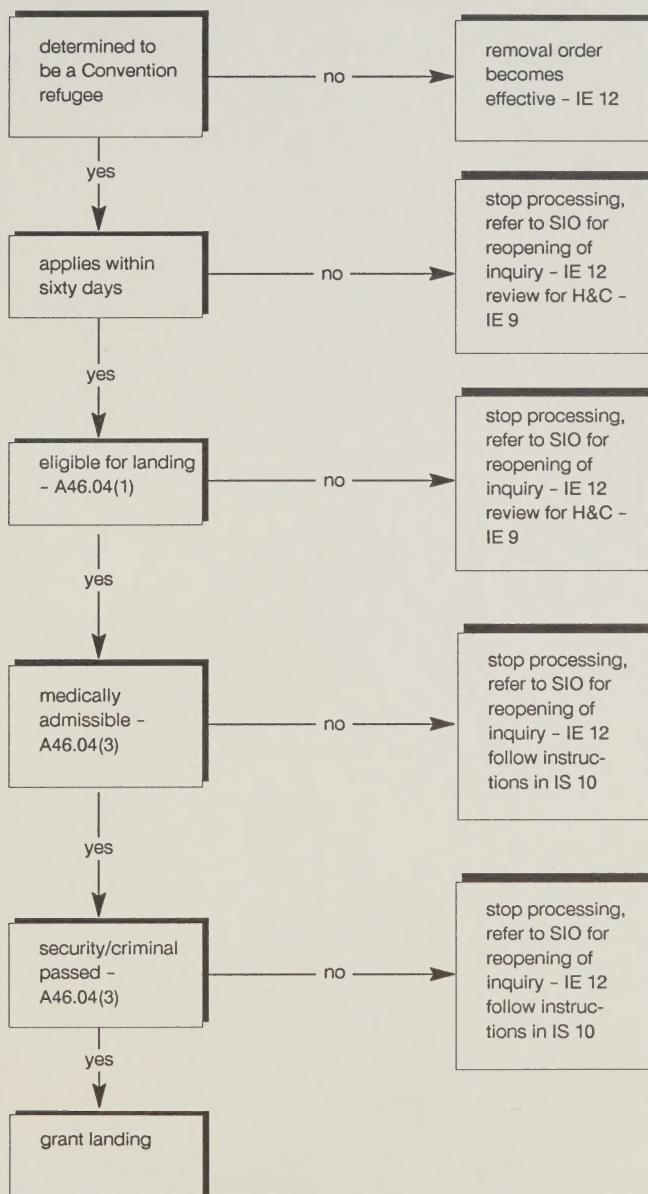
## 12.2 related procedures

Information on the Refugee Determination System can be found in the IE 12.

Information on landing by Order-In-Council waiver is in IE 9.

Information on extensions of visitor status, student authorizations and employment authorizations is in IS 13, 14 and 15 respectively.

Information on the issuance of Minister's permits is in IS 10.

**ALGORITHM OF PROCESSING CONVENTION REFUGEES FOR  
PERMANENT RESIDENCE IN CANADA**

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